
Paper and Electricity Use in Printing and Copying - Operational Control - 04

A. Significant Environmental Aspects: Use of paper in operation of business machines
Use of paper in the production of reports and documents
Use of electricity operation of business machines

B. Activity group:
Operation of business machines (self service copiers, printers, faxes)
Operation of Computers
Production of Reports and Documents

Document Control Code: EPA-R3
OC-04-00
Date: See footer below

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2. Activities (and corresponding written controls, where applicable): To copy and print documents, occupants of the EPA Mid-Atlantic Region 3 office space should use the self-service copy rooms (at least one is located on each floor) and printers located in common areas on each floor. They may also use printers located in their workstations. For sending faxes, occupants can use fax machines located in common areas on each floor. All floors currently have at least one operational double sided printer and copier available.

3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):

- Occupants of the EPA space should first consider whether a paper copy is necessary before printing or copying. Occupants are encouraged to re-use paper including the other side of one-sided copies for draft documents. Old one sided copies can also be used for scrap paper.
- Occupants should utilize electronic mail (e mail) for meeting and training notices and avoid printing unnecessary handouts and posters.
- Occupants should avoid printing a hard copy of all their e mails. If a document is not an official record it does not have to be printed.
- Employees should follow the record management policy, which is located on the EPA intranet at <http://epawww.epa.gov/r3intran/oirm/recman.html>.
- Occupants should use electronic copies for draft documents and documents with multiple recipients.
- Occupants should not change the default double-sided printing/copying settings on printers and copiers.
- Official EPA correspondence, reports and other documents should always utilize a double sided format.
- Only one copy of draft "merge" letters (numerous recipients of the same letter from EPA) should be printed for concurrence along with one hardcopy of the address list.
- EPA should offer and encourage the distribution of electronic copies of our reports and documents.
- Where possible and practical, in order to retain the sleep function of printers and copiers occupants should use printers and copiers during the core office hours of 9:00am to 3:00pm.
- Whenever a new printer or copier is purchased, it will be an energy efficient model (Energy Star or equivalent) and have double-sided printing as an option.

4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail:

Facilities stocks and re-supplies copy and printer paper 2 to 3 times each week to printers, copiers and fax machines located in common areas. In order to track performance, Facilities will provide the EMS Coordinator with a monthly total of the number of reams of paper distributed to each floor of the EPA occupied space in the 1650 Arch Street building.

If an employee or contractor is unable to use a double side printer they should contact either the Computer Services Branch Hotline (215) 814-2222 or LAN Administrator for their floor.

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If an employee or contractor is unable to double side copy they should contact the Facilities Management and Services Branch at (215) 814-5635.

If this OC fails we will investigate and install additional controls and provide retraining as necessary.

5. Corresponding Environmental Management Program:

Paper Use Environmental Management Program (EMP) EPA-R3-EMP-01-00

<http://www.epa.gov/region3/ems/EMPs/emp-1.pdf>

Electricity Use Environmental Management Program (EMP) EPA-R3-EMP-02-00

<http://www.epa.gov/region3/ems/EMPs/emp-2.pdf>

6.1. Record(s):

Paper delivery/usage records for common area printers, faxes and copiers.

Email and other training records

6.2. Person Responsible and Record Location:

Chief of Facilities Management and Services Branch

EMS Coordinator

Records will be retained according to Procedure O.

Records Management.

7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls)

7.1 Title

Chief of Facilities Management and Services Branch

Chairperson of EMS Business Machines Work Group

7.2 Responsibility

Responsibilities a-d (listed above) for delivery of copy paper to floors.

Responsibilities a-d (listed above) for actions involving paper use reduction and energy consumption.

8. Competence of operators on the basis of training, education or experience:

8.1 Title

Occupants of the US EPA Mid-Atlantic Region 3, 1650 Arch Street building space.

8.2 Competence

Instruction on the proper use of business machines should be given by the first line supervisor during the training period of a new employee. Periodically, the EMS Coordinator or designee will remind employees of our printing and copying operational control in email messages.